This guide provides instructions for staff to use the Employer "Guest" Link to Make Electronic Wage Garnishment Payments. The following URL will also allow any employer, registered or not, third party, etc., access to make a credit/debit card or ACH electronic check payment for employee's they have in garnishment.

- **Guest URL located on DEW website.**

https://scuihub.dew.sc.gov/ESS/WageGarnishmentPayment.htm

1. Click on URL, the user will navigate to the Wage Garnishment Payments screen
2. Enter all the required fields

    Employer FEIN, SEIN, Business Name, Contact Person Name, Title, Phone Number & Email are ALL required fields to be entered.

3. Once all fields are entered, the employer can use the Download and Upload options to add the individuals manually, see step 4

4. The Employer has the option to either select the amounts of rows to be added, depending on the number of individuals they are going to make a payment for, or to download a CSV (excel) file and put their information on the file and them upload it.

5. To add manually add a claimant(s), select/enter the number of rows to be added
   a. Employer would then enter the SSN, First Name, Last Name and Amount being paid for the 3 individuals

No Of Rows	3		Add Employee

SSN	FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT
111223333	Joe	Smith	$ 100
222334444	Jane	Doe	$ 100
333445555	My	Employee	$ 100

TOTAL Amount $ 300.00

Next

6. To use the csv File option, click the "Download Template" button
   a. Employer would enter each individuals SSN, First Name, Last Name and Dollar Amount

	A	B	C	D
1	Employer Name	My Business		
2	Employer SEIN	995511		
3	Employer FEIN	112223344		
4	Claimant SSN	First Name	Last Name	Amount
5	999887777	Tom	Smith	50
6	888776666	My	Employee	75
7	777665555	John	Williams	100
8	666554444	Jane	Miller	33.87
9	555443333	Dan	Jones	100
10	444332222	Alex	Bell	250
11				

7. Employer would save the file

8. Employer would then choose the Upload Employees button. All information entered on CSV file will automatically populate

No Of Rows [   ]   Add Employee

SSN	FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT
999887777	Tom	Smith	$ 50
888776666	My	Employee	$ 75
777665555	John	Williams	$ 100
666554444	Jane	Miller	$ 33.87
555443333	Dan	Jones	$ 100
444332222	Alex	Bell	$ 250

	TOTAL Amount	$ 608.87

Next

9. From either adding rows or download/upload the template, the employer would click Next and be advised that they are leaving the DEW website and to confirm be clicking Next

CONFIRM ACTION

You are leaving the DEW website. The screen layout and appearance will be different. Click "Next" to continue.

Cancel   Next

10. Employer would then leave the Dew website and land on the SC.GOV payment

11. Employer would enter the address and select either Credit/Debit Card payment method or select the Edit button and change to ACH Electronic Check

12. Credit/Debit card payments through MySC.Gov have an associated Service Fee charged by SC.GOV based upon the total dollar amount of the payment being made. The Electronic Check method has a flat $2.50 service fee

13. Employer would continue on by either entering their credit/debit card information or their banking information for the electronic check.

14. Submit their payment and get a confirmation. If the employer has an issue submitting the payment they need to be referred to SC.Gov.

15. Select continue and they would be returned to the Guest URL Payment screen